This quick start guide is to assist **federal users of FBO.gov** with their transition to beta.SAM.gov. This document addresses the capabilities for creating and posting Opportunities in beta.SAM.gov. If your agency uses a contract writing system for submitting contract opportunities, please confirm that manual entry is authorized by your agency.

 Please be sure that your account and roles are in place before you attempt these operations. You must be signed in to perform any of these operations.

Why is FBO.gov transitioning?	FBO.gov, along with all other government wide acquisition systems managed by the Integrated Award Environment (IAE), is being modernized and consolidated at beta.SAM.gov. This will provide not only better security, data quality, and convenience for users, but will also reduce barriers for doing business with the government, reduce reporting burden, and increase transparency into federal spending.
What is beta.SAM.gov? **User Video:** https://beta.sam.gov/cm/videos/detail?id=135	beta.SAM.gov is the name of the new, modernized system. Even though it says "beta", it is currently authoritative for Assistance Listings and Wage Determinations. In November 2019, it will become authoritative for Opportunities as well. Once the current SAM.gov is migrated, we will drop the "beta" and just be the new SAM.gov.

CREATING A NEW POST

What do I need to get started?

Verify that you have a role as a Contracting Specialist or Contracting Officer. Although you may be able to "create" as a Contract Specialist, you will not be able to "post" the notice so it is visible to the public. You must have the Contracting Officer role to publish a notice.

Before you create a notice, you will need the following information:

- Type of Notice - The options have changed. You will be asked to select one of the following options:
  - Special Notice
  - Sources Sought
  - Presolicitation
  - Intent to Bundle Requirements
  - Solicitation
  - Combined Synopsis/Solicitation
  - Award Notice
  - Justification
  - Sale of Surplus Property

- Title of the Notice - Use plain language so contractors can easily understand the products or services you are procuring.
- Notice ID created by the Agency used to reference the notice.
- Date that the offers are due
- Set aside, NAICS code and PSC information for the opportunity
- Place of Performance
- Description of supplies or services
- POC for public information

How do I create and post a new notice?

Depending on the notice type, you may experience a slight variation in the fields required.

From your workspace, select Contract Opportunities from the Data Entry section, then select Add Contract Opportunity.

Select the type of notice and create a title.
Next you will select the office issuing the solicitation. We recommend you use the Advanced feature to search for your office. You will need to contact your agency Federal Hierarchy Administrator if you do not see your organization in the hierarchy drop downs.

You may choose to relate this notice to another notice.

In the general information section, select the due date/time of the notice and then select the criteria for when your notice will be marked as inactive and archived.

Next you will determine whether to create an interested vendors list and who will have visibility to the interested vendor list.

The classification section will provide fields to select set aside status for your opportunity as well as applicable NAICS codes, PSCs and place of performance.

In the description section you will enter a general description that will be displayed as a part of your opportunity when viewed by others.

You may add attachments to any notice type either by uploading or browsing for an attachment. If you choose, you may rename the files in beta.SAM.gov. You may also add a link to a document. You may experience a delay in processing while a virus scan of the attachments is running.

Add your contact info.

Once you select Done, you will be presented with any outstanding issues which must be resolved before the notice can be published. You may edit any information by selecting the Edit icon at the top of each section.
Once you have reviewed all information and resolved all issues, select Publish.

 Note: If you do not have publish rights, you will only be able to Save Draft. You will need to have a Contracting Officer login and publish the notice.

GSA U.S. General Services Administration

fsd.gov

Need Additional Help www.fsd.gov
Monday - Friday 8 a.m. to 8 p.m. ET
toll free: 1.866.606.8220
international: 344.206.7828

How do I post an award notice?

From your workspace, select Contract Opportunities from the Data Entry section, then select Add Contract Opportunity.

Select award notice as the type of notice and create a title.
Next you will select the office awarding the contract. We recommend you use the Advanced feature to search for your office. You will need to contact your agency Federal Hierarchy Administrator if you do not see your organization in the hierarchy drop downs.

You may choose to relate this notice to another notice.

You will be asked to provide the details of the award including:

- Date of Award
- Contract Award Number
- Unique Entity ID (currently the DUNS number) of awardee which will pre-populate the name and address
- Total Contract Value
- The classification section will provide fields to select set aside status for your opportunity as well as applicable NAICS codes, PSCs and place of performance.
- Enter a description which is consistent to reported information to FPDS.
- Add attachments and links.
- Provide a POC

Once you have completed the form, the award announcement will be published once Publish is selected.

How do I edit an active notice?

You will notice when you make a change to an existing opportunity notice and repost it, it is displayed as "updated" in beta.SAM.gov. This change allows you to make clarifications or corrections to the post without a formal solicitation amendment. See below for instructions on updating your posting for an amendment to a solicitation.

To edit, go to your data entry workspace and scroll down to the Contract Opportunities Data Entry section and select the active notice you need to edit. Select edit to create a draft notice where you can edit the notice content. Update each section as required. You may delete attachments/links and add new attachments/links as needed. Once you've updated all pertinent fields and verified all entries, select Publish and confirm you are ready for the changes to be made public.

- As a note, if you are looking to change the solicitation type, for example from pre-solicitation to solicitation, you need to create a new opportunity. When you create the new opportunity and link it to the previous one, beta.SAM. gov will automatically link the two notices and transfer the core data to the newest version.

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If contractors have signed up in beta.SAM.gov to follow the solicitation, they will receive notification whenever a change to the solicitation or attachments is issued.

How do I delete a notice?	To edit, go to your data entry workspace and scroll down to the Contract Opportunities Data Entry section and select the active notice you need to delete. From there, locate the dropdown menu labeled, 'Actions', and select 'inactive' to make the opportunity inactive. That notice is now in archives. If contractors have signed up in beta.SAM.gov to follow the solicitation, they will receive notification whenever a notice has been deleted.
How do I update the notice when I issue a solicitation amendment?	Follow the instructions for editing a notice, but include a summary of the amendment in the description for the edit and update any attachments or links with the amendment information. After review, publish the notice. The update will appear in the notice history.
How do I become familiar with the capabilities in the opportunities domain within beta.SAM.gov?	There are several videos, quick start guides, and frequently asked questions available in the Learning Center which provide you an overview of beta.SAM.gov capabilities. You can access the Learning Center from the expandable links (or hamburger) menu in the main navigation bar on each page.